



## **U.S. PASSPORT INFORMATION**

### **U.S. Embassy Guatemala City**

#### **Passport renewal for minors under 16 years old will be processed by appointment only**

To make an appointment go to  
[Appointment system](#)

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that the child's **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If the child has never had or applied for a social security number, one of the child's parents, will be required to submit a declaration under penalty of perjury that the child was never been issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at other U. S. consular facilities overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

You qualify for a passport renewal process if your case meets the following conditions:

- You have your previous U.S. passport book and/or U.S. passport card.
- Your most recent U.S. passport book and/or passport card was issued less than 15 years ago.
- Your most recent passport has not been lost, stolen, or damaged.

**NOTE:** if some of these conditions are not met, you should follow the same procedures as if your case was a [First Time Passport for Minors under 16 years old](#) (PDF – 296KB).

#### **Minor Applicants (Under 16 Years Old)**

The day of the appointment applicants should bring:

- ☐ **Passport application form DS-11** filled out online and printed. Go to: <https://pptform.state.gov/>
- ☐ Current passport. If your current passport is unavailable, please read instructions [Replacement of a lost, stolen or damaged Passport for Minors under 16 years old](#) (PDF – 202KB).
- ☐ **Proof of U.S. Citizenship.** The most common evidence of citizenship is at least one of the following:
  - U.S. Birth Certificate, long form that includes the child's parent names (original or certified copy).
  - Certificate of Naturalization from DHS.
  - Consular Report of Birth Abroad (Form FS-240).
  - Certification of Report of Birth (Form DS-1350).
  - Certificate of Citizenship from DHS.

NOTE: Social security card is NOT proof of citizenship.
- ☐ **One (1) color passport photo, 2" x 2" on white background.** Check [photo](#) requirements.
- ☐ A series of printed pictures that show the changes in the applicant's physical appearance since their last passport photo (optional, but may be requested by the Consular Officer.).
- ☐ **Fee payment** (to pay at U.S. Embassy):
  - Renewal Passport Fee is U\$115 for minors under 16 years old.
  - It can be paid in cash (in Quetzales or US dollars), credit card (Visa, Mastercard, American Express), or debit card issued by a U.S. bank. Local debit cards are not accepted.
  - **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED CURRENCY.**
  - If you are paying with cash, please bring exact change.
- ☐ **Proof of identity for both parents and the authorized third party.** Any government official document with both name and picture, valid and in good condition.
- ☐ In case that one or both parents are unable to sign, they will be required to bring a previously known witness and fill out form [DS-71](#). We are not able to accept fingerprints as a substitute of signature.
- ☐ Both **parents must appear with the child and sign the application:**
  - ☐ **If only one parent is present:**
    - The applying parent must submit a signed notarized form [DS-3053](#) in English from the non-applying parent consenting to the passport issuance.
    - A copy of a valid government ID that the non-applying parent provided at the time of having the form DS-3053 notarized.

**Or**

- Primary evidence of sole authority to apply, such as:
  - Birth certificate that lists only the applying parent.
  - Death certificate of the non-applying parent.
  - Court order of sole custody.

If no such evidence is available, the applying parent should submit a signed notarized statement in English or [DS-5525](#) that includes the child's name and date of birth, explaining in detail why the non-applying parent's consent cannot be obtained.

- ☐ **If neither parent is present, please bring:**
  - Notarized form [DS-3053](#) from each parent
  - Copies of both parent's valid government ID provided at the time of having each form DS-3053 notarized.

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Passport applications are sent to the United States for printing and takes approximately **ten business days** to process. Your process will be delayed significantly if you are missing any of the requested documents. You will receive a pick-up note indicating when your passport will be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).